

VIII. Selected Job Classifications

ACCOUNTANT/AUDITOR 1

Training: Bachelor's degree from a regionally accredited college or university with at least 24 semester hours in accounting.

Substitution: Certification or registration as a public accountant in West Virginia may be substituted for the training

ADULT PROTECTIVE SERVICES WORKER TRAINEE

Promotion Only: In addition to the Special Requirement, four years of full time or equivalent part-time paid experience as a Social Service Worker, Social Services Supervisor, Family Support Specialist, or Family Support Supervisor.

Training: Bachelor's degree in Social Work from an regionally accredited four-year college or university.

Substitution:

Bachelor's degree in Sociology, Psychology, Counseling, Criminal Justice, Behavioral Science, Interpersonal Communications, Human Services, Education, Special Education, Elementary Education, or Secondary Education from an regionally accredited four-year college or university may be substituted for the degree in Social Work.

OR Current West Virginia Social Work License.

Special Requirement: Eligible for Temporary Social Worker License OR Licensed as a Social Worker, Graduate Social Worker, or Certified Social Worker by the West Virginia Board of Social Work Examiners.

NOTE: Applicants may be appointed for a period not to exceed sixty (60) days from date of hire pending verification of licensure. Applicants must agree in writing to verify licensure within sixty days or be terminated. Employees working under this restriction shall not perform any social work duties until license is verified.

CHILD PROTECTIVE SERVICES WORKER TRAINEE

Bachelor's degree in Social Work from an regionally accredited four-year college or university.

Substitution: Bachelor's degree in Sociology, Psychology, Counseling, Criminal Justice, Behavioral Science, Interpersonal Communications, Human Services, Education, Special Education, Elementary Education, or Secondary Education from an regionally accredited four-year college or university may be substituted for the degree in Social Work.

OR Current West Virginia Social Work License.

Special Requirement: Eligible for Temporary Social Worker License OR Licensed as a Social Worker, Graduate Social Worker, or Certified Social Worker by the West Virginia Board of Social Work Examiners.

NOTE: Applicants may be appointed for a period not to exceed sixty (60) days from date of hire pending verification of licensure. Applicants must agree in writing to verify licensure within sixty days or be terminated. Employees working under this restriction shall not perform any social work duties until license is verified.

CHILD SUPPORT SPECIALIST 1

Training: Bachelor's degree from an regionally accredited four-year college or university.

Substitution: Successful completion of a paralegal or legal secretarial training program may substitute for two years of the required training OR full-time or equivalent part-time paid experience in a legal setting which required performing legal research, reading and interpreting laws, preparing legal documents and assisting in the preparation and assessment of case files under the supervision of an attorney OR in debt collections, credit investigations, criminal investigations, law enforcement, OR as an Economic Service Worker, Child Support Technician 1, 2, or 3, or Family Support Specialist OR any combination thereof may substitute for the college training on a year-for-year basis.

Special Requirement:

Availability of a vehicle for continuous use may be a requisite of employment.

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DATA ANALYST 1

Training:

Graduation from an accredited four-year college or university including a course in methods of research and/or statistics or mathematics.

Substitution:

Qualifying full-time or equivalent part-time paid experience in research and data compilation may be substituted for the required training on a year-for-year basis.

ECONOMIC SERVICE WORKER

Training: Graduation from an regionally accredited four-year college or university.

Substitution: Any combination of additional training and/or full-time or the equivalent part-time paid experience interviewing clients, customers or the public and evaluating the data against established standards and guidelines may substitute for the required training on a year-for-year basis except experience in Economic Services work requiring program eligibility decisions may substitute for required training on a one year experience for two years of training.

FAMILY SUPPORT SPECIALIST

Training: A bachelor's degree from an regionally accredited college or university.

Substitution: Any combination of college training and/or full-time or equivalent part-time paid experience in interviewing clients, customers or the public and evaluating the data against established standards and guidelines, or in a field of work where experience has been gained in helping troubled individuals and/or families toward normal social development may substitute for the required training on a year-for-year basis.

Experience: One year of full-time or equivalent part-time paid experience in interviewing clients, customers or the public and evaluating the data against established standards and guidelines, or in a field of work where experience has been gained in helping troubled individuals and/or families toward normal social development.

HEALTH SERVICE TRAINEE

Training: Graduation from a standard high school or the equivalent.

NOTE: Preference for positions with the Department of Health and Human Resources may be given to applicants who have completed an approved Nursing Assistant course as listed below OR have a certificate of completion from another approved program OR have previously completed the Department of Health and Human Resources training program.

HEALTH SERVICE WORKER

Training: Education equivalent to graduation from a standard high school or equivalent.

Experience: One year of full-time or equivalent part-time paid or volunteer experience in the care, treatment and development of the physically challenged or mentally ill or mentally retarded.

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HEALTH SERVICE WORKER

Substitution for Veterans Nursing Facility, Long Term Care Facilities (Hopemont Hospital, Lakin Hospital, John Manchin Sr. Health Care Center and Jackie Withrow Hospital and the long term unit located at Welch Community Hospital): Certification or registration as a Nursing Assistant or Nurse Aide may substitute for the above experience

SPECIAL REQUIREMENT FOR HEALTH DEPARTMENT

Preference will be given to applicants who have completed an approved Nursing Assistant course from an approved Vocational Education Technical Center or other approved program or certification by Department of Health as Health Service Worker.

Applicants for positions in long-term care facilities or long term care units must meet the following requirements:

- 1) Registration with the Nurse Aide Registry by passing a written and manual skills competency evaluation; OR
- 2) Sit for the written and manual skills competency evaluation within twenty-four (24) months of completing a state-approved curriculum which includes at least eighty (80) hours of instruction and thirty-two (32) hours of clinical supervision; OR 3) Certification through reciprocity from an out-of-state program approved by the state agency.

INVESTIGATOR 2

Training: Graduation from an regionally accredited four-year college or university.

Substitution Experience as described below may be substituted on a year-for-year basis for the required training.

Experience: Two years of full-time or equivalent part-time paid experience in investigative work.

Special Requirements:

Possession of valid West Virginia driver's license and the availability of an automobile may be required. Qualification to possess and use firearms may be required.

LICENSED PRACTICAL NURSE

Training:

Current West Virginia License or temporary permit to practice as a licensed practical nurse. Successful completion of course in intravenous therapy and training in venipuncture permits the LPN to start intravenous fluids.

NURSE 1

Training: Successful completion of an associate degree in nursing from an regionally accredited college or university or a diploma nursing program.

Special Requirement:

Current West Virginia license or temporary permit to practice as a registered professional nurse.

NURSE 2

Training:

Successful completion of an associate degree in nursing from an regionally accredited college or university or a diploma nursing program; plus one year of full-time or equivalent part-time paid experience as a registered professional nurse. **OR** Baccalaureate degree in nursing from an regionally accredited four college year or university.

Special Requirement:

Current West Virginia license or temporary permit to practice as a registered professional nurse.

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NURSE 3

Training:

Baccalaureate degree in nursing from an regionally accredited four-year college or university and two years of full-time or equivalent part-time paid experience as a registered professional nurse. **OR** Successful completion of an associate degree in nursing from an regionally accredited college or university or a diploma nursing program and three years of experience as a registered professional nurse. **OR** Professional certification from a recognized national nursing certifying organization as a nurse or nurse practitioner in the area of assignment plus two years of full-time or equivalent part-time paid experience as a registered professional nurse. **OR** Successful completion of an associate degree in nursing from an regionally accredited college or university or a diploma nursing program; plus baccalaureate degree in the or behavioral sciences and two years of full-time or equivalent part-time paid experience in nursing. **OR** Master's degree in nursing from an regionally accredited four-year college or university.

Special Requirement:

Current West Virginia license or temporary permit to practice as a registered professional nurse.

NUTRITIONIST 1

Training:

Graduation from a four-year college or university with a bachelor's degree in foods and nutrition, dietetics or public health nutrition; or a bachelor's degree in a related field with 12 hours in nutrition.

PROGRAMMER ANALYST 1

Training: Bachelor's degree from an regionally accredited college or university in computer science or related field including but not limited to business data programming, business systems analysis, computer accounting, computer and information systems, computer servicing technologies, information systems management, data processing, or computer engineering. **OR** An Associate's degree from an regionally accredited college, university or business school in computer science or related field including but not limited to business data programming, business systems analysis, computer accounting, computer and information systems, computer servicing technologies, information systems management, data processing, or computer engineering and eighteen months of full-time or equivalent part-time paid computer programming experience in one or more programming or data base languages.

Substitution:

Three years of full-time or equivalent part-time paid computer programming experience in one or more programming or data base languages may substitute for the required training.

SECRETARY 1

Training: Graduation from a standard high school or the equivalent.

Experience: Four years of full-time or equivalent part-time paid experience performing clerical duties at the Office Assistant 2 level, including typing, which must have included screening and routing telephone calls and correspondence, and composing routine correspondence.

Substitution:

College hours or related business school or vocational training may be substituted through an established formula for up to two years of the required experience.

VIII. Selected Job Classifications

Social Service Worker -1 2 & 3 Various Programs...

Training: Bachelor's degree in Social Work from an regionally accredited college or university.

Substitution: Bachelor's degree in Sociology, Psychology, Counseling, Criminal Justice, Behavioral Science, Interpersonal Communications, Human Services, Education, Special Education, Elementary Education, or Secondary Education from an regionally accredited college or university may be substituted for the degree in Social Work. **OR** Current West Virginia Social Work License

Special Requirement:

Eligible for Temporary Social Work License OR Licensed as a Social Worker, Graduate Social Worker, or Certified Social Worker by the West Virginia Board of Social Work Examiners.

Promotion Only:

In addition to the Special Requirement, two years of full-time or equivalent part-time paid experience as a Social Service Worker, Social Service Supervisor, Protective Service Worker, Protective Service Worker Trainee, Family Support Specialist or Family Support Supervisor.

Substance Abuse Therapist 1

Training:

Graduation from an accredited four-year college or university with a major in counseling, counseling and guidance, psychology, social work, education or a related social or behavioral science. **Substitution:**

Full-time or equivalent part-time specific experience in social work or counseling with substance abuse clients may be substituted on a year-for-year basis for the required training.

Paper verification of Degree (transcript) is not required for online applicants.